



## COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

### DEPARTMENT OF HUMAN RESOURCES

#### CLASS SPECIFICATION

**CLASSIFIED**

#### FLEET COORDINATOR

**Class No. 006107**

#### ■ CLASSIFICATION PURPOSE

To manage the overall operations of major vehicle repair regions, multiple facilities and teams technicians providing maintenance and repair services for automobiles, light and heavy trucks, buses, construction and industrial equipment and to research and prepare technical specifications for fleet vehicles, heavy equipment and shop equipment acquisitions; and to perform related work as required.

#### ■ DISTINGUISHING CHARACTERISTICS

This class is a second-line supervisor class allocated only to the Department of General Services and reports directly to the Manager, Fleet Operations. It is responsible for directing all aspects of fleet maintenance, and vehicle and equipment acquisitions. Incumbents in this class also perform administrative, supervisory, general oversight and customer relations' activities.

#### ■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

#### FLEET MAINTENANCE OPTION

Essential Functions:

1. Assists the Manager, Fleet Operations in meeting contractual agreements by overseeing and coordinating the day- to- day operations of the region; coordinates the overall activities of the region to meet the goals and objectives of the Fleet Management.
2. Plans, assigns, organizes, inspects, supervises and oversees a major repair region consisting of multiple facilities and is assigned the responsibility of providing maintenance and repair (including welding services) for automobiles, light and heavy trucks, buses, emergency equipment, construction, and industrial equipment.
3. Monitors operational achievement of performance goals customer service and productivity levels ensuring they are commensurate with contract standards.
4. Operates the Fleet Management Information System, including data analysis, report generation and monitoring performance standards to ensure contract compliance.
5. Leads and coaches teams of workers in the parts and maintenance areas.
6. Coordinates and leads team meetings.
7. Determines the extent and types of services and repairs needed.
8. Oversees and provides technical assistance as needed regarding major repairs.
9. Ensures compliance with all safety, environmental, and organizational policies and procedures.
10. Evaluates and records the performance of staff.
11. Establishes, coordinates and monitors vendor contracts for fleet services and supplies.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Non-Essential Function:

1. Establishes and maintains inventories

#### VEHICLE AND EQUIPMENT ACQUISITION OPTION

Essential Functions:

1. Researches and prepares technical, customized specifications for fleet vehicles, heavy equipment and shop equipment acquisitions.
2. Estimates vehicle outfitting/customizing requirements.
3. Interprets, explains and evaluates specifications and bids to vendors, county departments and users.
4. Monitors operational achievement of performance goals, customer service and productivity levels ensuring they are commensurate with contract standards.
5. Operates the Fleet Maintenance Information System, including data analysis, report generation and monitoring performance standards to ensure contract compliance.
6. Initiates equipment requisitions.
7. Coordinates the bidding and award process with the Department of Purchasing and Contracting and provides information on specifications.
8. Calculates depreciation rates, costs for departments' charge back, lease and purchase option costs and other related data.
9. Reviews maintenance and cost data and recommends appropriate disposition of vehicles.
10. Coordinates fleet, heavy vehicle and equipment assignment with County departments.
11. Supervises subordinate staff assisting in maintaining inventories of vehicles and fuel usage of all county vehicles and identifies trends and problems and prepares reports for the Manager, Fleet Operations.
12. Identifies misuse of fuel and/or fleet vehicles makes recommendations for reassignment.
13. Reviews existing fleet and equipment to determine if new equipment or vehicle modification is necessary to ensure compliance with federal or state fleet laws and codes.
14. Provides information to departments on fleet and equipment information and exchanges information with representatives from outside agencies.
15. Prepares the Vehicle Replacement Budget.
16. Ensures compliance with all safety, environmental and organizational policies and procedures.
17. Evaluates and records the performance of staff.
18. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Non-Essential Function:

1. Assists in the administration of the Vehicle Equipment Acquisition budget and prepares vehicle cost data as requested.

#### **■ KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Federal, state and local regulations relating to vehicles and related areas.
- Environmental regulations and programs relating to vehicles and maintenance facilities.
- Safety and hazardous materials regulations.
- Shop organization and staff scheduling.
- Automated Management Information Systems and related databases.
- Maintenance and repair record keeping.
- Supervision and training principles and practices.
- Maintenance and repair of all types of automotive, truck, construction, and industrial equipment.

- Procurement and financial practices, procedures, and techniques used to purchase and maintain a wide variety of fleet vehicle and equipment.
- Technological development, improvement and trends in vehicle, equipment and fuels.
- Automated fuel control systems.
- Electronic and mechanical diagnostic equipment and procedures.
- Inventory methods and procedures.
- Sources of technical specifications and information related to fleet vehicles, peripheral equipment and shop equipment
- Procurement and financing practices, procedures, and techniques used to purchase and maintain a wide variety of fleet vehicle and equipment.
- Contract compliance and monitoring techniques to determine achievement of goals.
- Telephone office and online etiquette.
- General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct and organize the activities of staff.
- Establish and maintain cooperative working relations with staff, customers, and vendors.
- Coordinate departmental services with County departments and public/private agencies.
- Research and prepare technical specifications for vehicles and equipment.
- Actively participate in the bidding and procurement of a wide variety of vehicles and equipment.
- Coordinate shop and field repair work with internal and external staff.
- Perform mathematical calculations (e.g., vehicle depreciation rates, charge-back costs to other departments, maintenance rates, etc.
- Read, comprehend and use technical manuals, descriptions, drawings and industry literature.
- Analyze data and prepare reports with recommendations on a wide variety of fleet and equipment.
- Analyze vehicle usage, maintenance and cost data and make recommendations.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyzing and projecting consequences of decisions and/or recommendations.
- Monitor and audit fleet and fuel usage.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Fleet Maintenance Option:

Four (4) years experience as a Fleet Team Leader in the County of San Diego or in an equivalent position for a government/private fleet operations, automotive/truck/equipment dealership or large shop operation; OR, an associate degree and two (2) years of experience as a Fleet Team Leader in the County of San Diego or in an equivalent position for a government/private fleet operations, automotive/truck/equipment dealership or large shop operation.

Vehicle and Equipment Acquisition Option:

Four (4) years of experience preparing technical specifications for vehicles and equipment in a large public or private agency utilizing a wide variety of light and heavy vehicles and equipment; OR, an associate degree and two (2) years of experience preparing technical specifications for vehicles and equipment in a large public or private agency utilizing a wide variety of light and heavy vehicles and equipment.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. Some positions in this class may require a class B driver's license.

### Certification/Registration

None required.

### Working Conditions

Office/shop environments; exposure to computer screens, noise, dust and fumes.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: December 18, 1998**

**Reviewed: Spring 2003**

**Revised: April 27, 2004**

**Revised/Retitled: July 23, 2004 (From: Fleet Regional Manager)**

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Fleet Coordinator (Class No. 006107)

Union Code: MA

Variable Entry: Y